

CONFIDENTIAL

7 FEB 1958

MEMORANDUM FOR: Chief, Personnel Operations Division

SUBJECT: Staff Agent Fitness Reports

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1. At your request I have reviewed the procedures in the Clandestine Services for the handling of Staff Agent Fitness Reports. Regulation No. [redacted] dated 16 February 1956, specifies the policy, responsibilities and procedures concerned in the preparation of Fitness Reports for Staff Employees and Staff Agents. The procedure followed is that the supervisor completes the report at a specific interval, transmits it to the Reviewing Official, the latter forwards it to the Personnel Officer concerned who forwards the original and one copy directly to the Office of Personnel (to Contract Personnel Division in the case of Staff Agents), and the second copy to the Career Service concerned for their records. We have checked our Clandestine Services' Career Service records and have found on a random inspection basis that we are receiving the Staff Agent Fitness Reports generally with the same regularity and under the same procedures we are for the Fitness Reports of Staff Employees. Several Divisions were also called to determine whether any difference existed in the handling of Staff Agent and Staff Employee Fitness Reports and it was determined that no distinction was being made in the handling of these cases so far as Fitness Report procedures were concerned except the referral of Staff Agent Fitness Reports to Contract Personnel Division (where Staff Agent records are maintained) rather than to the PI in RSD.

2. It is apparent from the above that there is no reason to conclude that there are any essential lapses in the handling of Fitness Report procedures for Staff Agents as opposed to Staff Employees in the Clandestine Services. It is to be expected, however, that because of the deep cover situation under which many Staff Agents operate, security considerations might occasion delays that are difficult to control in the timely submission of all Fitness Reports.

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